



Developmental Disabilities Planning Council

Governor Kathy Hochul

Vicky Hiffa, Acting Executive Director

Funding Announcement

Notice of Availability of Federal Funds and Requests for Applications
(RFA) by the New York State Developmental Disabilities Planning
Council (DDPC)
(Online Submission Required)

Community Needs Assessment: People with Developmental Disabilities in Bronx and Chautauqua Counties (SurveyMonkey Apply)

To fund one grantee the amount of up to \$100,000 for one year to conduct a community needs assessment focused on low-income people with developmental disabilities and their families in Bronx and Chautauqua Counties.

Important Dates

RFA Release Date	June 30, 2023
Closing Date for Questions	July 21, 2023
Recommended Date to Prequalify in Grants Gateway*	July 21, 2023
Questions Posted By	July 28, 2023
Changes to RFA Posted By	July 28, 2023
Application Due Date	August 1, 2023
Anticipated Award Announcement	September 1, 2023
Anticipated Contract Start Date	January 1, 2024

***** Important Please Read *****

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reforms to the grant contract process which require not-for-profits to register in the Grants Gateway System (GGS) and complete the Vendor Prequalification process in order for applications to be evaluated. GGS information can be found at <https://grantsmanagement.ny.gov>.

*Applications received from eligible not-for-profit applicants who have not been Registered AND Prequalified by the **Application Due Date of 5:00 pm ET on August 1, 2023**, will not be evaluated; and therefore, will be disqualified from further consideration. **Note:** Throughout this document, the terms applications, bids, offers and proposals are used interchangeably, as are applicants, bidders and offerers.

Please note the issuance of this RFA does not obligate the DDPC to award a grant(s).

Contents

1	Overview of Grant Opportunity & Desired Outcomes.....	4
1.1	DDPC Mission.....	4
1.2	Purpose and Funding Availability	4
1.3	Term of Contract.....	4
1.4	Project Background	4
1.5	Expected Key Deliverables.....	6
1.6	Desired Project Outcomes.....	6
2	General Information and Deadlines.....	6
2.1	Designated Contact / Issuing Officer.....	6
2.2	Informational Meeting / Technical Assistance Session.....	7
2.3	Submission of Written Questions	7
2.4	RFA Amendments	7
2.5	Deadline for Submission of Applications.....	7
3	Applying for this Grant Opportunity	8
3.1	Minimum Qualifications	8
3.2	GGs Registration and Prequalification Process	8
3.3	Applying for this Opportunity in SurveyMonkey Apply	9
3.4	Completing the Application in SurveyMonkey Apply	10
3.5	Additional Documents.....	18
4	Evaluation Process.....	18
4.1	Eligibility Review Process / Minimum Criteria	18
4.2	Programmatic Review Process	19
5	General Terms & Conditions.....	19
5.1	DDPC Administrative Information.....	19
5.2	Award Selection and Notification.....	20
5.3	General Information for Successful Bidders	20
5.4	DDPC Reserved Rights.....	25
5.5	Vendor Responsibility Requirements	26
5.6	Sexual Harassment Prevention Certification	28
5.7	Business with Russia Prohibition Certification	28
6	Selected Applicants/Grant Award.....	28
6.1	State of New York Master Contract for Grants (MCG)	28
6.2	Grantee Reporting Requirements	29

6.3	Grantee Responsibilities: Publication Rights & Confidentiality of Information	30
6.4	Grantee Assurances	31
7	Appendices.....	32
	Appendix A – Regions and Demographic Data for New York	32
	Appendix B – Definitions of Terms	33

1 Overview of Grant Opportunity & Desired Outcomes

1.1 DDPC Mission

The mission of the New York State Developmental Disabilities Planning Council (DDPC) is to enhance the lives of New Yorkers with developmental disabilities and their families through programs that promote self-advocacy, participation, and inclusion in all facets of community life.

1.2 Purpose and Funding Availability

DDPC is seeking applications from eligible organizations to conduct a community needs assessment of people with developmental disabilities and their families who are low-income in Bronx and Chautauqua Counties. The community needs assessment will identify strengths, needs, key partners, and potential strategies to help address our agency's targeted disparity. As part of the funding, the selected grantee will establish an Advisory Group, conduct research, identify key partners, and produce a final Community Needs Assessment report that will summarize findings and recommendations for future DDPC work. The available funding for this opportunity is up to \$100,000 for 1 year.

1.3 Term of Contract

The contract awarded in response to this RFA will be for one year with an anticipated start date of **January 1, 2024** and an end date of **December 31, 2024**.

1.4 Project Background

In the [DDPC's 5-Year State Plan](#), we identified the following as our Targeted Disparity Objective: to increase access to information, services, and supports for low-income families and people with developmental disabilities, by creating opportunities for community-based initiatives that reduce barriers to access and use of developmental disabilities and community supports.

As a first step, the DDPC established an internal Workgroup that examined demographic data in New York at the intersection of socioeconomic status, disability, race, and location. Based on existing data, we identified two counties in New York that have very high levels of poverty: Bronx and Chautauqua Counties. We found that Bronx County has the highest overall poverty rate in New York at 29.03%, the lowest overall household income at \$13,718, and is also a federally designated poverty area. Additionally, Bronx County had the greatest poverty rate for people with disabilities at 43.4% (Disability Compendium, 2019). Among counties in upstate New York, Chautauqua County is one of the top five counties with the highest poverty rates. It also has the highest total number of people with disabilities living in poverty, a total of 3,511 and the second highest poverty rate for people with disabilities at 33.5% (Disability Compendium, 2019).

While demographic data was helpful in determining which counties to focus future DDPC work, more research is needed to determine the best approach to addressing the DDPC's Targeted Disparity Objective. Therefore, the Targeted Disparity Workgroup determined that the next step is to fund a 1-year Community Needs Assessment. Workgroup members emphasized that communities are the experts in determining their own strengths, needs, and challenges, as well as identifying resources and successful strategies for addressing challenges.

Approach

As part of the DDPC's mission, we continually seek input from people with lived experience to drive project developmental and implementation. This includes people with developmental disabilities, family members or caregivers of people with developmental disabilities, and professionals working in the field of developmental disabilities. We believe their input is vital in crafting strong and innovative projects.

Based off prior experience, the DDPC has also found that addressing long-standing disparities faced by communities who may not have been traditionally engaged in government services or planning requires careful and intentional planning. We have also found that building relationships with trusted community partners can be an effective strategy in engaging historically underserved communities. Therefore, a Community Needs Assessment is a key tool that aligns with our mission to seek community input, as well as our understanding that engaging a community directly and intentionally at the beginning is an effective way to develop strong projects.

A Community Needs Assessment is a tool used to identify the strengths, needs, assets, and challenges of a specific, pre-identified community. According to research, a community needs assessment is typically guided by the following principles: members of a community are the best experts on where they live, all community members have skills, abilities, and resources, and a strong community is built on the resources and talents of its members.ⁱ Many public entities, like state agencies, use community needs assessments in order to have research, data, and input from community members inform decision-making and the development of initiatives.

The ideal applicant for this RFA will have both skills and capacity to conduct high-quality research using tools like surveys, focus groups, and interviews, as well as experience and competency working with historically underserved communities. It will be important that the community needs assessment also assist the DDPC in intentional and careful planning, as well as in identifying key community partners who could be strong collaborators for future DDPC initiatives in this area.

ⁱ Smathers, Carol and Jennifer Lobb (2014). *Community Assessment*. Ohio State University Extension. Retrieved from <https://ohioline.osu.edu/factsheet/CDFS-7>.

1.5 Expected Key Deliverables

Key Deliverables:

- An Advisory Committee to inform the design and execution of the Community Needs Assessment.
- A robust set of research tools to gather information including, but not limited to, surveys, interviews, focus groups, and listening sessions.
- Research tools and a research plan that are culturally and linguistically competent and include best practices on engaging diverse communities.
- Research in both Bronx and Chautauqua Counties to get stakeholder input on systemic challenges faced by low-income people with developmental disabilities.
- The identification of key partners, organizations, agencies, and other trusted stakeholders in Bronx and Chautauqua Counties that have strong connections with low-income people with developmental disabilities.
- The identification of best practices for initiatives that reach low-income people with developmental disabilities in Bronx and Chautauqua Counties.
- Recommendations for future DDPC work or projects based on the Community Needs Assessment.
- 1 Community Needs Assessment Final Report which summarizes the findings and includes DDPC's branding and logo.
- At least 1 presentation to the Targeted Disparity Workgroup, DDPC Committees, or Full Council on the findings of the Community Needs Assessment to inform future DDPC work.

1.6 Desired Project Outcomes

The intended outcomes of this grant opportunity include:

- The DDPC will have an increased knowledge of the needs, challenges, and strengths of people with developmental disabilities and their families in Bronx and Chautauqua Counties.
- The DDPC will have recommendations on areas for future work on our Targeted Disparity Objective.
- The developmental disabilities field will have increased knowledge about the needs, challenges, and strengths of people with developmental disabilities and their families in Bronx and Chautauqua counties.

2 General Information and Deadlines

2.1 Designated Contact / Issuing Officer

DDPC has assigned a Program Planner as the Designated Contact / Issuing Officer for this project. The Program Planner or a designee shall be the sole point of contact regarding the

RFA from the date of issuance of the RFA until the issuance of the Notice of Award letter. To avoid being deemed non-responsive, an applicant is restricted from contacting any other personnel of the DDPC regarding the RFA. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFA is:

Program Planner

Jacqueline Hayes

New York State Developmental Disabilities Planning Council

Email: Jacqueline.Hayes@ddpc.ny.gov

2.2 Informational Meeting / Technical Assistance Session

Not Applicable.

2.3 Submission of Written Questions

Questions regarding this specific RFA must be submitted to the **Designated Contact/ Issuing Officer**, via email, by no later than the **Closing Date for Questions** as indicated in the **Important Dates** table. Applicants are encouraged to go to the DDPC website first to see if their questions have been addressed in the Questions and Answers (Q&A) Summary document prior to the submission of any questions.

An updated Questions and Answers (Q&A) Summary will be posted on our website: <https://ddpc.ny.gov/funding> by the date indicated in the **Questions Posted By** date in the **Important Dates** table.

If the applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFA, the applicant shall immediately notify the **Designated Contact / Issuing Officer** of such error in writing and request clarification or modification of this document.

If prior to the deadline of submission of written questions, an applicant fails to notify the DDPC of a known error or omission from the RFA, or of any error or omission or prejudice in bid application or documents with the RFA that the applicant knew or should have known, the applicant agrees that it will assume such risk if awarded funds, and the applicant agrees that it is precluded from seeking further administrative relief or additional compensation under the contract by reason of such error, omission, or prejudice in bid specification or documents.

2.4 RFA Amendments

It is the applicant's responsibility to check the DDPC website periodically for any amendments to the RFA. All changes will be posted by the **Changes to RFA Posted By** date indicated in the **Important Dates** table. No other notification will be given.

2.5 Deadline for Submission of Applications

All final grant applications must be submitted electronically in SurveyMonkey Apply by **5:00pm ET** on **Application Due Date** indicated in **Important Dates** table. All deadlines for submission are in the Eastern Time (ET) zone, and SurveyMonkey Apply will be locked for submission after these deadlines.

Late applications will not be accepted.

Applications will only be accepted in SurveyMonkey Apply. Applications will not be accepted via fax, e-mail, hard copy, or hand delivery.

NOTE: Applicants are advised to submit their applications early to avoid the risk of ineligibility resulting from unanticipated delays or other computer and technical problems.

3 Applying for this Grant Opportunity

This section provides information on how to apply for this grant opportunity. It includes an overview of minimum qualifications, required content, and instructions for completing and submitting the application in SurveyMonkey Apply.

3.1 Minimum Qualifications

Eligible applicants are any organizations that would be included in the following categories:

- Nonprofit organizations (*Note: the lead applicant cannot be a for-profit organization; however, for-profit organizations may serve as subcontractors to the lead applicant*)
- Public or private institutions, such as universities, colleges, hospitals
- Disability-service organizations
- Community-based organizations
- Tribal organizations; and
- Consortia, groups or partnerships among organizations

Organizations whose staff were involved in the development of this project or Request for Application (RFA) are **not eligible** to directly apply or be included as a sub-contractor for another applicant.

If unsure if your agency is an eligible applicant, contact the **Designated Contact / Issuing Officer** identified in **Section 2.1**.

3.2 GGS Registration and Prequalification Process

New York State requires not-for-profit organizations to register in the [Grants Gateway System \(GGS\)](#) and complete the Vendor Prequalification process, if interested in applying for state funding opportunities. Government entities are not required to prequalify in GGS but must

register in GGS to apply.

In order for applications to be evaluated, all not-for-profit organizations applying for this grant opportunity **MUST** prequalify by the time and date of submission. Any applicant who submits an application that is not prequalified in the GGS on the **Application Due Date** listed in the **Important Dates** table, will be disqualified from further consideration.

Below are links where you can find more information on GGS registration and prequalification requirements.

Register with the Grants Gateway System

How to Register in the Grants Gateway System:

<https://grantsmanagement.ny.gov/register-your-organization>

If you have previously registered and do not know your username, email grantsgateway@its.ny.gov. If you do not know your password, click the [Forgot Password](#) link from the main log in page and follow the prompts.

Get Prequalified in the Grants Gateway System

How to get Prequalified in the GGS:

<https://grantsmanagement.ny.gov/get-prequalified>

Specific questions about the prequalification process should be directed to the agency contact listed in **Section 2.1 Designated Contact / Issuing Officer**, or to the Grants Management Team at grantsgateway@its.ny.gov.

Note: Applicants are strongly encouraged to begin the pre-qualification process as soon as possible, and at the latest by the recommended date specified in the Important Dates table, to participate in this opportunity.

3.3 Applying for this Opportunity in SurveyMonkey Apply

To apply for this Opportunity in SurveyMonkey Apply, please follow these instructions:

1. Go to <https://nyddpc.smapply.io/>
2. Click on the **Register** button on the top right-hand side.
3. Follow the directions to create a SurveyMonkey Apply account.
4. Once your account has been established, return to <https://nyddpc.smapply.io/>, find the **Community Needs Assessment grant**, click the **More** button.
5. Click on **Apply**.
6. Complete the Application on SurveyMonkey Apply.

7. Once you have completed all sections of the application, click **Submit**.

Technical Support: If you run into technical problems creating an account or applying to this opportunity, SurveyMonkey Apply offers timely email support to any applicant. To get more information about how to contact them, see:

<https://help.smapply.io/hc/en-us/sections/115000411593-Contact-Us>

3.4 Completing the Application in SurveyMonkey Apply

All sections of the application are required to be completed in SurveyMonkey Apply for an application to be submitted. The following subsections provide general information about each section and general guidance for completing the application. There may be additional questions within the application.

3.4.1 General Application Information

Applicants will be asked to provide general information about your primary contacts, your organization's address, and general information about the proposed project. Below is some of the information that will be requested:

- **Organization Name**
- **Organization Address**
- **Primary Contact Name, Title, Email Address, and Phone Number**
- **Secondary Contact Name, Title, and Email Address**
- **NYS SFS Vendor ID**
- **Project Title**
- **Project Budget Total:** The total amount of funds you are requesting.

When you have completed all fields on the page click on the left-hand side of the screen to navigate to the next section. The application will automatically save as long as you have stable internet connection.

3.4.2 Program Questions

DDPC requires all applicants to answer a set of Program Questions, each of which will be scored (see points below). These questions seek to gather more detailed information about an applicant's proposed project, scope of work, experience, and organizational capacity.

Program Questions:

Section 1. Proposed Project Description (0-25 Points)

Question 1.1 (Maximum of 15 Points)

Provide a comprehensive plan of action and 1-year implementation timeline with details on how your organization plans to meet the goals of this project. The plan of

action should include details about how you will carry out all the **Key Deliverables** outlined in **Section 1.5** of this RFA.

Question 1.2 (Maximum of 5 Points)

Describe your proposed efforts to include the input of low-income people with developmental disabilities, their families, and caregivers in both Chautauqua and Bronx Counties.

Question 1.3 (Maximum of 5 Points)

Describe how you plan to disseminate the information about surveys, interviews, and focus group opportunities to various stakeholders, with a particular focus on low-income people with developmental disabilities, their families, and caregivers in both Chautauqua and Bronx Counties.

Section 2. Applicant Capacity, Personnel, and Resources (0-25 Points)

Question 2.1 (Maximum 10 Points)

Describe your organization's expertise, experience, or capability in conducting a Community Needs Assessments. Please describe your organization's experience working with underserved communities, including people with developmental disabilities and low-income communities.

Question 2.2 (Maximum 10 Points)

Describe the planned collaborations and various roles other organizations might play in the project development and implementation. Applicants should identify any current connections with organizations in Bronx and Chautauqua Counties or how they will connect with organizations in those counties.

Question 2.3 (Maximum 5 Points)

Identify and describe who will be the lead person responsible for this project. Please share any relevant experience or expertise to ensure the successful implementation of this project. In the event of their absence, identify a back-up person and describe their experience or expertise.

Section 3. Work Plan (0-25 Points)

The Work Plan is not a Program Question. Applicants will complete a Work Plan by downloading a Work Plan template (Word document) and completing it, then re-uploading the completed Workplan into SurveyMonkey Apply.

The **Work Plan** will be scored based on the following criteria:

- **Plan of Action:** Strength of the Plan of Action to meet all project goals and deliverables in a realistic and reasonable amount of time.
- **Deliverables:** Strength of activities and deliverables outlined in the Work Plan.
- **Evaluation:** Strength of performance measures in Work Plan and ability to fulfill all

necessary DDPC grant reporting requirements.

Please see **Section 3.4.5 Work Plan** for more detailed information about the Workplan.

Section 4. Budget & Budget Justification (0-25 Points)

The 1-Year Expenditure Budget and Budget Justification are not Program Questions. Applicants will complete an Expenditure Budget (Excel) and Budget Justification (Word document) by downloading the templates, completing them, and then uploading the completed forms into SurveyMonkey Apply.

The **Budget** will be scored based on the following criteria:

- Demonstration of a clear relationship between funds requested, the program activities, and performance targets, and the budget's consistency with the intent of the RFA.
- Documentation that expenses are realistic, reasonable, necessary, allowable, and justified based on one-year program plan.
- Grantees are required to ensure that all requested funds, including the required match, comply with RFA guidelines and requirements (see **Allowable / Non-allowable Expenses** document on DDPC website and in SurveyMonkey Apply).
- Grantees are required to ensure an in-kind **match of at least 34%** of the grant amount, from non-federal funding sources. Grantees located in the Bronx are eligible for a lower **10% match** since the Bronx is a federally designated poverty area.

Please see **Section 3.4.3 Budget Guidance** for more detailed information about the Budget.

3.4.3 Budget Guidance

All applicants are required to submit a proposed budget. The proposed budget should reflect a 1-year Budget plan. The budget for this project must be in compliance with all applicable state and federal laws, rules and regulations, and meet RFA guidelines, rules and regulations.

Applicants are strongly encouraged to submit budgets that reflect realistic, reasonable, and necessary expenses that are sufficient to comply with RFA requirements. Budgets must include justifiable and allowable costs only. Refer to **Allowable / Non-allowable Expenses** document on the DDPC website or in SurveyMonkey Apply for guidance.

All DDPC funds are intended to minimize gaps in services and to increase the independence, productivity, integration, and inclusion of people with developmental disabilities and their families into the community. These funds **may not** be used for activities that duplicate or supplant what is already available or required under existing laws.

The Expenditure Budget should include the following:

- Description of the estimated costs in the narrative sections for every line item of expense. The specific calculations for determining the total cost of each item should be included in the narrative sections.
- Provide a justification of why such costs are considered reasonable. Clearly describe and justify all budget items.
- Describe steps taken to ensure the project's budget makes the most efficient use of available resources.
- Ensure that all items covered by DDPC funds are directly related to the provision of goods and services indicated in this RFA.
- All expenses must be *incurred* within the contract period.
- All shared costs are prorated, and the basis of the proration explained.
- DDPC Indirect Costs should not exceed 10% of the budgeted *direct* expenses. Additional Indirect Costs, subject to DDPC review and approval, may be included in Match if the applicant has a federally approved higher Indirect rate. Rent is an Indirect Cost.
- There is a matching funds requirement which will be entered into the **Match** Section of the application. Grantees are required to ensure an in-kind **match of at least 34%** of the grant amount, from non-federal funding sources. Grantees located in the Bronx are eligible for a lower **10% match** since the Bronx is a federally designated poverty area.
- Ensure that the Total Grant Funds in the Expenditure Budget agree with the amount requested.

Budget Justification and Description of Budget Categories

The following sections briefly describe each budget category that you will find in the Budget Excel template and in the Budget Justification document.

- **Personal Services - Salary**: this is where applicants can input any positions that will be supported with grant funds.
 - For each component task, pro rate each employee's time devoted to the project according to the total annual salary for that employee. For example, an employee who devotes 20% of their time to the project, has an annual (12-month) salary of \$40,000 and will work on the project for 6 months, would charge \$4,000 to the project. The percentage of time for the position cannot

exceed 100%.

- **Personal Services - Fringe:** Enter fringe benefits associated with each position. Fringe benefits should be budgeted in line with your organization's policy.
- **Personal Services - Fringe Justification:** Provide a brief explanation and justification of the percentage and composition of your fringe benefit structure.

Non-Personal Services (NPS) Budget Categories: All budget items must be for commodities to be purchased during the contract period that are in direct support of services related to the project; or for contractual/consultant services to be rendered during the contract period that directly support the project.

- **Contractual Services:** This category includes costs for institutions, individuals, or organizations external to the agency.
- **Contractual Services- Justification:** For each contractual service, briefly describe the extent and purpose of the contractual services.
- **Travel:** This category includes travel costs for personnel listed under Personal Services, participant travel and other travel expenses. Travel costs include the following: air, train, bus and taxi fare, personal auto, parking fees, tolls, lodging and meals. This can also include conference fees or outside training costs for staff to attend that are an integral and essential part of this project.
- **Travel- Justification:** For each expense, describe the purpose, destination, mode of travel & costs. Reimbursement for travel, lodging and mileage costs must not exceed the State rates currently in effect. All out-of-state travel must be pre-approved by DDPC.

Equipment: At minimum, all grantees are required to have access to the following technology assets: Desktop Computer(s), Laptop Computer(s), LCD Projector(s), Printer(s), Desktop Scanner(s), and Mobile Phone(s). Demonstrate need for the technology investment. Please note that meeting the criteria outlined in the **Allowable / Non-allowable Expenses** does not guarantee approval of proposed technology expenditures.

For further guidance on equipment and technology purchases reference section §75.320 Equipment of Electronic Code of Federal Regulations (eCFR). Equipment and technology purchases are subject to DDPC review and approval.

- **Operating Expenses:** Describe any other allowable operating expenses including administrative overhead (indirect cost). Rent is considered an indirect cost. See **Allowable / Non-allowable Expenses** section.

- **Other Expenses:** Describe any other allowable non-personal services and costs. Other expenses are costs that do not fall under the previous budget categories. Examples are printing services, meeting costs, language translation and interpretation services for limited English proficient (LEP) participants, and other miscellaneous expenses. Each cost must be listed on its own screen.
- **Other Expenses - Justification:** Use this section to provide narrative justification for the expenses listed as Other expenses.

NOTE: Budgets for both grant funds and match funds must be rounded to the nearest thousand. If a line item is less than \$1,000, round to the nearest hundred. Only use whole dollar amounts.

3.4.4 Match Requirements

All applicants are required to submit Match information in the application on SurveyMonkey Apply. The Match amounts should be based on a 1-year Budget. Provide requested match information and the total amount of Match funds, clearly describing the Source of Matching Funds.

Match Source Requirements

Matching funds may be derived from state, local, agency, and/or private sources in the form of cash or in-kind contributions, such as; staff time, fringe benefits, supplies, equipment, travel, indirect costs, or other project-related expenses. ***Federal funds may not be used as grantee match.***

Match funds must also be allowable costs only. See **Allowable / Non-allowable Expenses** document for guidance.

Match Percentage Requirements

All DDPC grants require a Match. Grantees must ensure a **match of at least 34%** of the grant amount. Grantees are required to ensure an in-kind **match of at least 34%** of the grant amount, from non-federal funding sources. *Grantees located in the Bronx are eligible for a lower **10% match** since the Bronx is a federally designated poverty area.

See below **Grant Match Calculation Table** for specific amounts.

Match Calculation: Based on 1-Year DDPC Grant Award of \$100,000

Grant Match Calculation Based on 1-Year Award of \$100,000		
	34% Match	10% Match*
DDPC Grant Award	\$100,000	\$100,000
Grantee Match	\$34,000 (\$100,000 * 0.34)	\$10,000 (\$100,000 * 0.10)
Total Project Budget (DDPC Award + Grantee Match)	\$134,000	\$110,000
*10% Match is only for organizations located in the Bronx.		

3.4.5 Work Plan

The DDPC requires all applicants to complete a Work Plan, which will be evaluated and scored (0-25 Points Total) based on the criteria listed in **Section 3.4.2 Program Questions**.

The Work Plan seeks to gather more detailed information about the applicants' proposed Objectives, Tasks, and Performance Measures. The Work Plan will be used as the baseline to assess progress on meeting the project goals and intent throughout the life of the grant.

During grant implementation, grantees will be asked to report progress on a Quarterly basis on the Objectives, Tasks, and Performance Measures included in the Work Plan. For more information about Quarterly Reporting requirements see **Section 6.2 Grantee Reporting Requirements**.

Work Plan Instructions

The Work Plan is found in the Application in SurveyMonkey Apply. It is a Word document that you will download, complete, and re-upload in SurveyMonkey Apply.

Below is information and guidance on the Work Plan.

Work Plan Period: Enter the 1-year award period. For this grant the period will be:
From: January 1, 2024 **To:** December 31, 2024.

The Project Summary: Provide a high-level overview of the project, including overall

goals and desired outcomes. This section can be used to broadly describe what will be outlined in more detail in the Work Plan, including the scope of work, annual number of people served, and how you will evaluate the success of the program.

The Organizational Capacity: This section should include the information requested and a brief description of any other services/programs offered by the organization.

Overview: Objectives, Tasks, and Performance Measures

The DDPC provides some pre-established Objectives, Tasks, and Performance Measures which will be included in the final contract with the selected grantee.

The Objectives, Tasks, and Performance Measures already included in the Work Plan are the *minimum requirements* to be included in your Work Plan for this opportunity. Grantees must also add additional Tasks and Performance Measures to their Work Plan to further demonstrate their plan of action for meeting the goals and intent of this RFA.

Objectives: Objectives are the major goals of the grant initiative.

Tasks: These are the activities and actions that grantees will conduct during the grant period to meet the defined Objective. Some are defined by the DDPC, and applicants should add additional Tasks for each Objective.

Task Name: Enter a two to three-word title or name of the Task.

Task Narrative: Provide a brief description of the Task (see below for an example).

EXAMPLE TASK:

Task Name: Implement Training

Task Narrative: Train at least 30 people with IDD in each of the five Regions of the state over the 3-year grant period or 150 individuals with IDD total.

Performance Measures: Performance measurement is the process of collecting, analyzing, and reporting information on meeting a goal or objective. A Performance Measure is a specific target that assists with evaluating the impact and success of a grant initiative. A Performance Measure can be a specific **output** (i.e. 1 Resource Guide, 100 people trained) or a specific **outcome** (i.e. increased awareness of housing options, increased access to independent housing opportunities).

Applicants are required to submit at least one Performance Measure for each Task in the Work Plan. The selected grantee will be reporting progress against each of the Performance Measure targets on a quarterly basis.

Performance Measure Name: Two to three-word title or name of performance measure.

Performance Measure Narrative: Provide a brief description of the data that will be captured by this Performance Measure.

EXAMPLE PERFORMANCE MEASURE:

Performance Measure Name: Participants Trained

Performance Measure Narrative: 150 people with IDD trained

NOTE: The DDPC will add additional **Tasks** and **Performance Measures** in the contracting phase for every contract based on federal requirements. For example, all grantees are required to collect demographic data and satisfaction surveys from grant participants.

3.5 Additional Documents

For this RFA, the following documents should be uploaded to your application in SurveyMonkey Apply:

Required Uploads:

- Sexual Harassment Prevention Certification, required for all applicants.
- Certification pursuant to Executive Order No. 16 Business with Russia Prohibition, required for all applicants.
- **Optional:** Vendor Responsibility Questionnaire (VRQ): Upload a copy of printed confirmation page from the VendRep On-Line System (See **Section 5.5** for more information). This is optional for the application, but the Awarded Grantee will be required to provide a confirmation that they have completed the VRQ.

4 Evaluation Process

This section provides information on the evaluation process for applications that are submitted in response to this opportunity.

Applicants must meet the Minimum Qualifications to submit a Application in accordance with **Section 3.1 Minimum Qualifications** and **Section 3.3 Prequalification Process**.

Applicants not meeting these requirements will be disqualified from further consideration.

Designated staff will review each application for completeness and verify that all eligibility criteria are met. A two-level process of review will be conducted for all submitted applications.

4.1 Eligibility Review Process / Minimum Criteria

The first level is a pass/fail DDPC review of the submitted applications to ensure that the

application meets the Minimum Qualifications set forth in the RFA. The DDPC will reject any applications that fail to meet any one of the following criteria:

- Applicant is an eligible entity as specified within the RFA.
- The application was submitted within the designated timeframes.
- The applicant is Registered and Prequalified in GGS. (Government entities are not required to prequalify in GGS but must register in GGS to apply.)
- The applicant has a Statewide Financial System (SFS) vendor ID.
- The applicant included a Work Plan, Expenditure Budget, and the required Uploads.
- The application is focused on the population and project specified within the RFA.

4.2 Programmatic Review Process

The second level consists of a thorough review of the submitted applications including the project work plan, evaluation plan, organizational capability, commitment of partners, value of products and dissemination, overall strength of sustainability plan, and the budget and corresponding budget narrative.

The application review and rating will be conducted using the criteria stated in this Funding Announcement (scoring is detailed in **Section 3.4.2 Program Questions**) and the DDPC reserves the right to conduct follow-up activities and discussions with applicants to clarify information in the submitted application.

The DDPC Review Panel will typically consist of Council staff and members, and peer/field experts in the RFA topic area. The review panel will be a minimum of three trained reviewers. No applicant with an average reviewer score of less than 80 points in the programmatic review will be considered for funding.

RFA funding will go to the highest scoring application. In case of a tie at the conclusion of the scoring process, the application that scored highest in the category of *Proposed Project Description* will receive the award. In the event of tied scores in the category of *Proposed Project Description*, the award will go to the agency with the highest score in the category of *Work Plan*.

The DDPC reserves the right to adjust the funding amount requested based on program need and based on the total value of the application submitted.

5 General Terms & Conditions

5.1 DDPC Administrative Information

After reviewing applications as outlined above, recommended funding must be approved by the Developmental Disabilities Planning Council (DDPC). All costs associated with responding to this RFA are solely the responsibility of the applicant. The contract process and final contracts are subject to the approval of the Office of the State Comptroller (OSC). Upon such OSC approval, the grant award process will begin, and all terms of the contract will

become public information. As part of the grant award process, the grantee and DDPC will establish a mutually agreed upon final budget, Performance Agreement (Work Plan) and Performance Indicators, that become part of the contract deliverables. Quarterly program and fiscal reports will also be required.

If DDPC is unable to negotiate the contract with the selected applicants within 60 days, the DDPC may begin contract negotiations with the next highest scoring qualified applicant(s).

All materials submitted in response to this request become the property of the DDPC. Selection or rejection of a response does not affect this right.

5.2 Award Selection and Notification

DDPC will issue award and non-award notifications to all applicants.

Applicants selected to receive a grant award will be notified by email and in an official DDPC award letter. The GGS will also provide you with an award status. Award recipients may be asked to submit a revised work plan, timeline, and budget at this time. Projects cannot start until the contract is fully executed. DDPC will not pay for expenses incurred prior to a contract being in place.

5.3 General Information for Successful Bidders

If you are awarded a contract, you will be required to comply with the following information:

- 1. Cost of Application Preparation** – DDPC will not be liable for any costs of work performed in the preparation and production of a application, or for any work performed prior to the formal execution of a contract. By submitting a application, the bidder agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of the specifications, or because of any misinformation or lack of information. The applications shall become property of the State of New York.
- 2. Assurances** – The applicant warrants that it has carefully reviewed the needs of the State as described in the RFA, its attachments and other communications related to the RFA, and that it has familiarized itself with the specifications and requirements of the RFA.

The applicant warrants that it can provide such services as represented in their application. The applicant agrees that it will perform all of its obligations in the resultant contract in accordance with all applicable federal, State and local laws, regulations and policies now or hereafter in effect.

The bidder affirms that the terms of the RFA and the attachments do not violate any contracts or agreements to which it is a party, and that its other contractual obligations will not adversely influence its capabilities to perform under the contract.

3. **Ownership of Materials** – The DDPC will remain owner of materials, documents, data, records, and reports provided by DDPC as part of this project, and the Contractor shall not use the DDPC data, records, and reports for any purpose other than the conduct of this project without the consent of the DDPC. For further information please reference attachment “A-1”.
4. **Equal Employment Opportunity** – By submission of its bid, the successful applicant warrants that it is an Equal Opportunity Employer, and that it does not discriminate in its employment and business practices on any of the bases provided in the New York State Human Rights Law or any applicable federal laws.
5. **Freedom of Information Law and Bidder’s Applications** – The purpose of New York State’s Freedom of Information Law (FOIL), which is contained in Public Officers Law Sections 84-90, is to promote the public’s right to know the process of governmental decision making and to grant maximum public access to governmental records. Thus, a member of the public may submit a FOIL request for contracts awarded by the State, or for the applications submitted to the State in response to Requests for Applications. After formal contract award, the application of the successful applicant and the applications of non-successful applicants are subject to disclosure under FOIL. However, pursuant to Section 87(2)(d) of FOIL, a State agency may deny access to those portions of applications or portions of a successful applicant’s contract which “are trade secrets or submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise.” Please note that information which you may claim as proprietary, copyrighted or rights reserved is not necessarily protected from disclosure under FOIL. If there is information in your application which you claim meets the definition set forth in Section 87(2)(d), you must so inform us in a letter accompanying your application.
6. **Contract Modification** – The contract budget can be modified, upon mutual agreements of the parties, during any term by written amendment. Budget modifications over 10% require external approvals by both the NYS Office of the Attorney General and the OSC.
7. **Contract Cancellation** – DDPC reserves the right to cancel the contract or any part thereof, at any time, upon 30 days written notice. If, in the judgment of DDPC, the selected contractor fails to perform the work in accordance with the contract, DDPC may terminate the contract immediately by written notice for cause. DDPC may elect to suspend contract performance or provide a cure period prior to termination.
8. **Insurance Coverage** – Successful bidders must provide acceptable proofs of disability and worker’s compensation insurance coverage before their contract can be executed by the New York State Office of the State Comptroller.
9. **Iran Divestment Act** – By submitting a bid in response to this solicitation, or by assuming the responsibility of a contract awarded hereunder, the contractor (or any

assignee) certifies that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerors Pursuant to the New York State Iran Divestment Act of 2012” list (Prohibited Entities List) posted on the OGS website at: <https://ogs.ny.gov/iran-divestment-act-2012> and further certifies that it will not utilize for such contract any subcontractor that is identified on the Prohibited Entities List. Additionally, the contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended. During the term of the contract, should DDPC receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certification, DDPC will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then DDPC shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the contractor in default. DDPC reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

10. DDPC Bid Protest Procedure – It is the policy of the DDPC to provide all applicants with an opportunity to resolve complaints or inquiries related to bid solicitations or pending contract awards administratively. Applicants that do not receive an award may make a written request for a debriefing regarding the reasons that their own application was not selected or disqualified, within 15 business days of the dated DDPC notification letter. Written debriefing requests may be sent to the **Designated Contact / Issuing Officer**, as defined in **Section 2.1** of this RFA. All such matters will be accorded impartial and timely consideration.

Additional procedures are as follows:

- **Formal Written Protests** – Final DDPC decisions or recommendations for award generally may be reconsidered only in the context of a formal written protest as described below. Any applicant or prospective applicant who believes that there are errors or omissions in the procurement process or who otherwise has been aggrieved in the drafting or issuance of this RFA, application evaluation, or contract award phases of the procurement, may present a formal complaint to the DDPC and request administrative relief concerning such action (“formal protest”). A formal protest must be submitted in writing to DDPC, by ground mail (except where alternate arrangements have been made), to the Executive Director of DDPC, Vicky Hiffa, NYS Developmental Disabilities Planning Council, 99 Washington Avenue, Suite 1230, Albany, NY 12210. A formal protest must include a statement of all legal and/or factual grounds for disagreement with a DDPC specification or purchasing decision, a description of all remedies or relief

requested, and copies of any and all applicable supporting documentation.

- **Deadline for Submission of Formal Protests or Omissions in the Procurement Process** – DDPC must receive formal protests concerning errors, omissions, or prejudice, including patently obvious errors in the RFA specifications or documents, at least 10 calendar days before the application due date.
- **Deadline for Submission of Formal Protests of Contract Award** – DDPC must receive a formal protest concerning a contract award within 10 business days of the issuance of notice of contract award.
- **Review and Final Determination of Protests** – Formal protests will be resolved through written correspondence. However, the protestor may request a meeting to discuss a formal protest or DDPC may initiate a meeting on its own accord, at which time the participants may present their concerns. Either the protestor or DDPC may decline such a meeting. Any protests filed with the DDPC program manager responsible for the procurement will be forwarded to the DDPC Executive Director. Copies of all formal protests will be provided by the Executive Director to Counsel for DDPC and to Counsel for the New York State Office for People With Developmental Disabilities' (OPWDD), and other necessary parties within DDPC, as determined by the Executive Director. Where further formal resolution is required, the program manager responsible for the procurement may designate a state employee not involved in the procurement ("designee") to determine and undertake the initial attempted resolution or settlement of any formal protest. The designee will conduct a review of the records involved in the formal protest, and provide a memorandum to the Executive Director summarizing the facts, an analysis of the substance of the protest, and a preliminary recommendation including: (a) an evaluation of the findings and recommendations, (b) the materials presented by the protesting party and/or any materials required of or submitted by other bidders, (c) the results of any consultation with OPWDD's Counsels Office, and (d) a draft response to the formal protest. The DDPC Executive Director or their designee shall hear and make a formal protest determination on all formal protests. The Executive Director or designee shall: (a) evaluate the presented findings and recommendations, and the evaluation team's reports and recommendations; (b) review the materials presented by the protesting party and/or any materials required of or submitted by other Offerors; (c) if necessary, consult with Counsel within DDPC and/or OPWDD; and, (d) prepare a response to the protest. A copy of the protest decision, stating the reason(s) upon which it is based and informing the protestor of the right to appeal an unfavorable decision to the OSC shall be sent to the protestor or its agent within 45 calendar days of receipt of the protest, except that upon notice to the protestor such period may be extended. The protest decision will be recorded and included in the procurement record, or otherwise forwarded to the OSC upon issuance.

- **Appeals** – Upon receipt of DDPC’s determination of a protest, a protestor has 10 business days to file an appeal of determination with the OSC, Bureau of Contracts. The appeal must be filed with Ms. Charlotte Davis, Director, Bureau of Contracts, New York State Office of the State Comptroller, 110 State Street, 11th Floor, Albany, NY 12236. The protestor’s appeal must contain an affirmation in writing that a copy of the appeal has been served on DDPC, the successful applicant (except where the contracting agency upholds the protest and the successful applicant is the appealing party), and any other party that participated in the protest. In its appeal, the interested party shall set forth the basis on which it challenges DDPC’s determination. The OSC Bureau of Contracts will conduct a formal review and issue its determination of the appeal in accordance with its established policy and procedures.
- **Reservation of Rights and Responsibilities of DDPC** – DDPC reserves the right to waive or extend the time requirements for protest submissions, decisions, and appeals herein prescribed when, in its sole judgment, circumstances so warrant to serve the best interests of the State and DDPC. If DDPC determines that there are compelling circumstances, including the need to proceed immediately with the contract award in the best interest of the State, then these protest procedures may be suspended, and such decision shall be documented in the procurement record. DDPC will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the protested procurement action including solicitation of bids or withdraw the recommendation of contract award prior to issuance of a formal protest decision.
- **Procurement Activity Prior to Final Protest Determination** – Receipt of a formal bid protest shall not stay action on a procurement unless otherwise determined by DDPC. If a formal protest or appeal is received by DDPC on a recommended award prior to the underlying contract being forwarded to the OSC, notice of receipt of the protest and appeal must be included in the procurement record forwarded to the OSC.

If a final protest decision or final decision on appeal has been reached prior to transmittal to the OSC, a copy of the final decision must be included in the procurement record and forwarded with the recommendation for award. If a final protest decision is made after the transmittal of a bid package to the OSC, but prior to the OSC approval under State Finance Law §112, a copy of the final DDPC decision shall be forwarded to the OSC when issued, along with a letter either: (a) confirming the original DDPC recommendation for award and supporting the request for final §112 approval, (b) modifying the proposed award recommendation in part and supporting a request for final §112 approval as modified, or (c) withdrawing the original award recommendation.

- **Record Retention of Bid Protests** – All records related to formal applicant protests and appeals shall be retained for at least one year following resolution

of the protest. All other records concerning the procurement shall be retained according to the statutory requirements for records retention.

IMPORTANT NOTE: By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) terms and conditions. Any changes to the terms and conditions will not be accepted and may affect applicant's award.

5.4 DDPC Reserved Rights

DDPC reserves the right to:

1. Reject any or all applications received in response to this RFA;
2. Withdraw or reissue the RFA at any time, at the sole discretion of DDPC;
3. Disqualify any bidder whose conduct and/or application fails to conform to the requirements of the RFA;
4. Reject any application if, in the sole discretion of DDPC, it determines the bidder is not a responsible vendor;
5. Change any of the scheduled dates stated in the RFA;
6. Amend any part of this RFA prior to opening of bids, with notification to all bidders, and direct all bidders to prepare modifications addressing RFA amendments, if necessary. Expenses incurred in the preparation of any applications or modifications submitted in response to this RFA are the sole responsibility of the bidder or other party and will not be incurred or reimbursed by DDPC;
7. Fund only one portion or selected activities of the selected bidder's application and/or adopt all or part of the selected bidder's application based on federal and state requirements;
8. Negotiate with the selected bidder(s) prior to contract award;
9. Award additional funds pursuant to this RFA should they become available. Additional awards would occur, if DDPC has funds available and would only go to the next highest scoring applicant(s). Minimum score for funding consideration would be average score of at least 80 at the Programmatic review;
10. Award less than the designated number of grant awards as set forth within the RFA;
11. Make an award under the RFA in whole or in part;
12. Seek clarifications at any time during the procurement process including correction of arithmetic, or other apparent errors for the purposes of assuring full and complete understanding of the application;
13. Utilize any and all ideas submitted in the applications received;
14. Use application information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in

response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA;

15. Eliminate mandatory requirements unmet by all applicants;
16. Waive any requirements that are not material;
17. Conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against DDPC arising from such actions;
18. Require that all applications be held valid for a minimum of 180 days from the closing date for receipt of applications, unless otherwise expressly provided for in writing;
19. Fund any or all of the applications received in response to this RFA. However, issuance of this RFA does not commit DDPC to fund any applications. DDPC can reject any applications submitted and reserves the right to withdraw or postpone this RFA without notice and without liability to any bidder or other party for expenses incurred in preparation of any applications submitted in response to this RFA and may exercise these rights at any time;
20. Rescind awards for failure of awardees to meet timeframes that DDPC is required by statute to meet for contract development and approval;
21. Prior to the deadline for submission of applications, any such clarifications or modifications as deemed necessary by DDPC will be posted on the DDPC website. It is the applicant's responsibility to check the DDPC website periodically for any amendments to the RFA. All changes will be posted by the Changes to RFA Posted By Date as mentioned in IMPORTANT DATES table. No other notification will be given.

5.5 Vendor Responsibility Requirements

Section 163(9)(f) of the NY State Finance Law requires that a state agency make a determination that a bidder is responsible prior to awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, online, through the New York State VendRep System Questionnaire. DDPC will review the information provided before making an award.

We recommend that you confirm **completion** of the Vendor Responsibility process with your application. This confirmation can take the form of registration in the VendRep system. While it is not required, it is recommended that you upload a copy of confirmation that you are certified in the VendRep system in your application in SurveyMonkey Apply.

To submit this confirmation with your application:

- Go to the bottom of your certified questionnaire, and click the button called **Form Overview**.
- Print this page and upload it to the application.

DDPC reserves the right to reject any application if, in its sole discretion, it determines the bidder is not a responsible vendor. All applications are subject to a vendor responsibility determination before the award is made, and such determination can be revisited at any point up to the final approval of the contract by the New York State Office of the State Comptroller (OSC). Vendors must maintain their vendor responsibility throughout the duration of the contract.

Enrolling and completing the questionnaire online through the New York State VendRep System is the best method because both the questionnaire and answers are stored in the system. Thus, subsequent questionnaires in response to contracts and/or Request for Applications from any state agency would only need to be updated in the VendRep System.

To access or enroll in the VendRep System or update your existing online questionnaire, click [Online Questionnaire](#). Questionnaires in the VendRep System that have been completed in the last six months in response to contracts or bid announcements do not need to be updated.

Vendors are also encouraged to have their subcontractors file the required Vendor Responsibility Questionnaire online through the New York State VendRep System. These subcontractors are required to submit a questionnaire when the value of the subcontract is \$100,000 or more for the term of the contract.

Prior to executing a subcontract agreement, the contractor must provide the information required by DDPC to determine whether a proposed subcontractor is a responsible vendor.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor Identification Number or for direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

The New York State VendRep System offers the following benefits:

- Ease of completion, filing, access to and submission of the questionnaire. Efficiencies are multiplied for vendors who bid and contract with the state frequently or with multiple state agencies.
- Questionnaire updates are easily filed by updating only those responses that require change from the previously saved questionnaire (as opposed to a paper copy where a new questionnaire is required each time there is a change).
- The stored questionnaire information eliminates the need to re-enter data for each subsequent questionnaire submission.
- Reduction of costs associated with paper documents including copying, delivery and filing.
- Online questionnaire information is secure and accessible to authorized vendor users only. State agencies can only view certified and finalized questionnaires.
- VendRep question prompts ensure that the correct forms are completed.
- The VendRep Online System contains links to all definitions of the terms used in the questionnaire.

By signing the bid application, you hereby authorize DDPC to review any records in its possession concerning your organization including, but not limited to, wage records, unemployment insurance records, public works records, labor standards, and safety and health records. Based on the responses you provide, DDPC will determine whether your organization is a responsible bidder. If you are disqualified based on a determination of non-responsibility, you will be notified in writing and may appeal the determination in writing within 10 days to the Executive Director. If you fail to identify a violation and DDPC discovers the failure to disclose such violation, your contract may be terminated immediately upon written notice.

NOTE: The Vendor Responsibility Questionnaire must be dated within six months of the application due date. Any subcontractors under proposed contract must also complete a Vendor Responsibility Questionnaire when the value of the subcontract is projected to be \$100,000 or more for the contract term.

5.6 Sexual Harassment Prevention Certification

As of January 1, 2019, bidders on procurements subject to competitive bidding are required to submit a certification with every bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training (that meets the Department of Labor's model policy and training standards) to all employees on an annual basis. Please see the Sexual Harassment Prevention Certification in the application. The certification must be submitted with your application.

Bids that do not contain the certification will not be considered for award; however, if the bidder cannot make the certification, the bidder may provide a signed statement with their bid detailing the reasons why the certification cannot be made.

5.7 Business with Russia Prohibition Certification

As of March 17, 2022, New York State agencies are prohibited from contracting with businesses conducting business in Russia. Bidders on procurements must submit a certification stating that they do not conduct business operations in Russia, or meet the federal exemptions regarding vital health and safety services. Full text of Executive Order No. 16 can be found [here](#). The certification must be submitted with your application.

6 Selected Applicants/Grant Award

Below is general information about what to expect if you are selected as the grantee for this RFA. This Section also includes Grantee requirements, responsibilities and assurances when receiving grant support and funding from the DDPC.

6.1 State of New York Master Contract for Grants (MCG)

Applicants selected to receive a grant award will be required to execute a MCG within 60 - 90 days from the time of their award notification. Failure to submit timely required MCG documents could cause a grantee to lose their grant award. Applicants should review and be prepared to comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments can be reviewed and/or downloaded in the GGS application under the screen named 'Contract Document Properties.'

The MCG and attachments include:

- MCG Grants Face Page
- Standard Terms and Conditions (NYS standard terms and conditions)
- Attachment A-1 Program Specific Terms and Conditions (*Agency and Program specific terms and conditions*)
- Attachment A-2 Federally Funded Grant Terms and Conditions
- Attachment B-1 Expenditure Based Budget (*project expense categories and detail*)
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

IMPORTANT NOTE: Project related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DDPC until the MCG is fully approved by the DDPC, and as applicable, by the Attorney General and the State Comptroller. All contracts must be approved by the contract start date, which will be determined at the time of an official award.

6.2 Grantee Reporting Requirements

Grantee responsibilities include Quarterly Fiscal and Programmatic reporting on agreed upon grant objectives and activities as outlined in the approved Performance Agreement and Performance Indicators. During the funded grant period, the grantee shall submit quarterly reports to DDPC that, at a minimum, include:

- Quarterly expenditures with backup documentation for project-related expenses for both DDPC Grant and Grantee Match funds.
- Qualitative and quantitative data related to grant participants, outputs, and outcomes.
- Grant participant satisfaction data, demographic data, and success stories.
- Grant promotional materials such as; pictures, social media posts, stories, interviews, videos, and/or highlights of project accomplishments.
- Discussion of milestones achieved, status of the project, and any delays or barriers to implementation encountered.
- Plan of action for activities and objectives being implemented in the next reporting period and plans on how to address any delays or other issues encountered.
- Sustainability efforts to continue grant activities beyond DDPC funding.

NOTE: All Quarterly Reporting documents will be submitted in the GGS. Applicants must be enrolled for Direct Deposit in the Vendor Management System (e-payment) to ensure timely payments. To enroll, go to: <https://osc.state.ny.us/vendors/epayments.htm>

6.3 Grantee Responsibilities: Publication Rights & Confidentiality of Information

Successful applicants will be required to agree to the following regarding publication rights and confidentiality:

- The DDPC will retain ownership of data and records provided as part of this project, and the grantee shall not use the DDPC data, records, and reports for any purpose other than the conduct of this project without the consent of the DDPC.
- If the Contractor is an educational institution, the Contractor may, for scholarly or academic purposes, use, present, discuss, report or publish any material, data or analyses, other than Confidential Information, that derives from activity under the Master Contract and the Contractor agrees to use best efforts to provide copies of any manuscripts arising from Contractor's performance under this Master Contract, or if requested by the State, the Contractor shall provide the State with a 30-day period in which to review each manuscript for compliance with Confidential Information requirements; or if the Contractor is not an educational institution, the Contractor may submit for publication, scholarly or academic publications that derive from activity under the Master Contract (but are not deliverable under the Master Contract), provided that the Contractor first submits such manuscripts to the State 45 calendar days prior to submission for consideration by a publisher in order for the State to review the manuscript for compliance with confidentiality requirements and restrictions and to make such other comments as the State deems appropriate.
 - ◇ Publicity includes, but is not limited to: news conferences; news releases; public announcements; advertising; brochures; reports; discussions or presentations at conferences or meetings; and/or the inclusion of State materials, the State's name or other such references to the State in any document or forum. Publicity regarding this project may not be released without prior written approval from the State.
 - ◇ Any final publication created by a contractor, under a contract with the DDPC, must acknowledge the funding support of the DDPC. For example, a statement in a publication might read, "The publication of this pamphlet is supported by funds from the New York State Developmental Disabilities Planning Council." Any publication must also state that "This project was supported, in part by grant number 20NYXXXX from the U.S. Administration for Community Living, the Department of Health and Human Services, Washington, D.C. 20201 through the New York State Developmental Disabilities Planning Council (NYS DDPC).

Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy or the opinions, interpretation, or policy of the NYS DDPC."

- ◇ The grantee may not use any information obtained via DDPC contract, including those products developed because of the grant but completed after the conclusion of grant funding, in any public media including those listed above, without the prior approval of the DDPC. Contractors bear the responsibility to uphold these standards and to require compliance by employees and/or subcontractors.
- DDPC requires that any produced documents reflect "People First Language" – that is, language that thinks of the person first over a condition – for example, "a woman who has developmental disabilities" rather than "a developmentally disabled woman." A "People First" language style guide can be accessed at:
<https://www.cdc.gov/ncbddd/disabilityandhealth/pdf/communicating-with-people.pdf>
- The grantee shall treat all information, including but not limited to, information pertaining to service recipients and providers, obtained by the grantee through its performance under the DDPC contract, as strictly confidential. Grantees shall not disseminate any information except as necessary to the proper discharge of its obligations under contract with the DDPC.

6.4 Grantee Assurances

Each recipient of a DDPC grant will be required to assure certain provisions required by both Federal and State laws. These include, but are not limited to, assurances of non-discrimination and affirmative action in hiring and service provision; assurances of compliance with accessibility and language access requirements; and health standards for appropriate and quality services for persons with intellectual and developmental disabilities (IDD). Upon approval of a grant, these assurances will be included in the formal contract between the grantee and the DDPC.

7 Appendices

Appendix A – Regions and Demographic Data for New York

Appendix A - Regions and Demographic Data for New York State



Approximately

11.4%

Of New Yorkers with a
Disability



12%

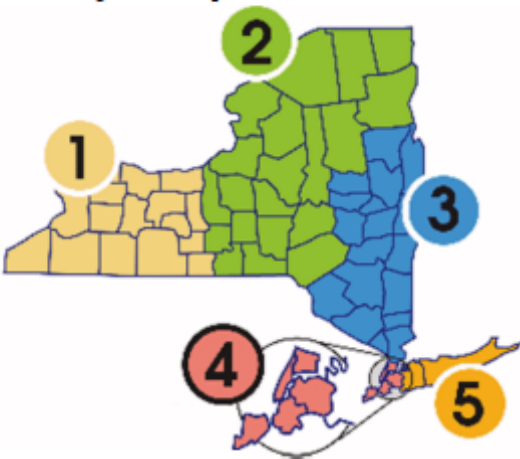
Of NYS Population
lives in Rural Areas

Top Ten Languages Spoken by
LEP Population in NYS



Spanish
Chinese
Russian
Yiddish
Bengali
Korean
Haitian Creole
Italian
Arabic
Polish

Regional Map of New York State

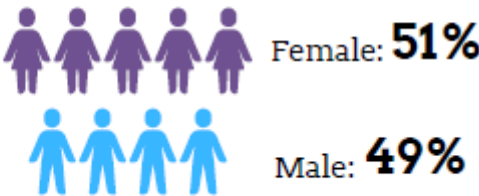


- 1 - Western New York & Finger Lakes
- 2 - Central New York, Broome & Sullivan
- 3 - Capital District, Tarrytown & Hudson Valley
- 4 - Metro, Brooklyn, Staten Island & Bronx
- 5 - Long Island

NYS Population by Race/Ethnicity

Race/Ethnicity	% of Population
White	66%
Black or African American	17%
American Indian/Alaska Native	1%
Hispanic/Latino	19%
Asian	9%
Native Hawaiian/Pacific Islander	.2%
Two or More Races	3%

NYS Population by Gender



Source: U.S. Census Bureau; American Community Survey 2010- 2020

Appendix B – Definitions of Terms

Cultural Competence: means services, supports or other assistance that are conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who are receiving services, and in a manner that has the greatest likelihood of ensuring their maximum participation in the program. ⁱⁱ

Developmental Disability: means a severe, chronic disability of an individual that: (a) is attributable to a mental or physical impairment or combination of mental or physical impairments; (b) is manifested before the individual attains age twenty-two; (c) is likely to continue indefinitely; (d) results in substantial functional limitations in three or more of the following areas of major life activity; self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and (e) reflects the individual's need for a combination and sequence of special, interdisciplinary or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated". ⁱⁱⁱ

Linguistic Competence: refers to the capacity of an organization and its personnel to communicate effectively and convey information in a manner that is easily understood by diverse groups including persons of limited English proficiency, those who have low literacy skills or are not literate, individuals with disabilities, and those who are deaf or hard of hearing. Linguistic competency requires organizational and provider capacity to respond effectively to the health and mental health literacy needs of populations served. The organization must have policy, structures, practices, procedures, and dedicated resources to support this capacity.^{iv}

ⁱⁱ U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Development Disabilities (2000). *Amendments to P.L. 106-402 - The Developmental Disabilities Assistance and Bill of Rights Act of 2000*.

ⁱⁱⁱ Developmental Disabilities Assistance and Bill of Rights Act, (PL 106-402).

^{iv} National Center for Cultural Competence, <https://nccc.georgetown.edu/foundations/framework.php>